

Minutes of the Hutt Valley Gymnastics Special Committee Meeting held on Saturday, 21 March 2020 at 4:00pm

Present: Greg Marsden (Chair), Melanie Sales, Marion Cox, Pasha Levchenko, Darren Sears, Deirdre Follett, Lynette Chin and Bridget Adair. Remotely via Facebook Group Call: Zara Struthers, Michelle Woolf and Rebecca Hills

WELCOME

Greg welcomed all to the meeting that had been called to discuss the current Government COVID-19 position, the agreed approach for the gym in the coming days, and future proofing the gym and staff best as possible. Deirdre arrived late at 4:10pm.

It was noted that Zara, Michelle and Rebecca had requested to be included remotely if at all possible. This was set up via a Facebook group on video message.

WHERE WE ARE NOW

The Director General of Health has confirmed 52 cases of COVID-19. The Prime Minister has set out Alert Levels and in Lower Hutt we are a Level 2:

Level 1 – Prepare: Disease is contained.

Level 2 – Reduce: Disease is contained, but risks of community transmission growing.

Level 3 – Restrict: Heightened risk that disease is not contained.

Level 4 – Eliminate: Likely that disease is not contained.

It was noted that at Level 2, there are limits of 100 people maximum in closed spaces and 500 in exposed spaces. Local councils are in control of their facilities. It was noted that the Committee had voted the day prior and agreed that the Club would take steps to minimise risks and carry on for 1 - 2 weeks until we are forced to shut down. To ensure we are not voting and revisiting our position the following motion was put to the meeting:

MOTION: The Hutt Valley Gymnastics Club will work in accordance with all guidance and restrictions and comply with the levels as published by the Ministry of Health and the NZ Prime Minister. Greg Marsden/Marion Cox. Agreed by all.

It was suggested that we needed to consider and be ready for future changes ie. reduced numbers for group gatherings ie. 50, 25 or 10. We will have to work within these constraints. It was agreed that the Committee would review daily after considering announcements from the Director General of Health at 2:30pm and any additional briefings between 2:30 and 4:00pm. Need to be ready to make decisions promptly.

It was noted that we not only have to focus on the survival of the gym but the health and safety of our staff and members going forward.

SENIOR STAFF FEEDBACK/INPUT

The meeting then handed over to each of the Staff members in attendance to get their input/feedback.

Pasha Levchenko (MAG Head Coach). Pasha agreed in following the advice by Government basing our focus and maintaining sanitising, cleaning and hygiene control. He felt we could still train the competitive athletes with strong supervision.

Melanie Sales (GFA Head Coach). Mel felt that the numbers are currently low and will continue to drop. She felt that current classes were within a management number and could be spread out. The 9:30am explorer classes were the ones where numbers may creep up but with communication and flexibility could be managed. The meeting noted that parents had the opportunity not to attend and the final decision would be made by the coaches.

Michelle Woolf (WAG Head Coach). Michelle was happy for the competitive gymnasts to continue going as long as possible working within the limits. It was felt that we may have to shut down for a 14-day period, but this could possibly be clawed back with the October holidays. When the numbers start dropping then we can consider dropping the pre-com and lower levels. It was agreed that an exercise plan for home training would be valuable. Pasha has an easy and safe plan for his boys when they are away travelling etc. Pasha to share with the team. Michelle also noted now that USA is shut down there are a lot of suggestions online. Stuff that can be prepared and emailed/circulated to members.

Zara Struthers (Centre Manager). Zara said that she was all good with things. She is happy to make it work as we need to, adjusting and adapting as required.

STAFF – GOVERNMENT FUNDING

Discussion followed on the need to secure funding to cover our staff payments. Greg explained that he had completed the process for his business and the payment was made within 4 hours. He said that the information required was the staff members IRD number, Date of Birth and payment information. Rebecca and Zara had started working on this on Friday and the meeting requested that this application be processed as a priority so that we can give our staff the certainty of 80% of their wages for the next 12 weeks. It was agreed that we would apply for all staff.

It was noted that Zara and Mel will discuss the non-essential staff with regards to letting them go – however this should be in line with normal wastage as part of the business cycle (BAU circumstances).

Zara is to communicate this to staff when the money has been received as we are aware they will be finding it tough and will feel more comfortable knowing we have a plan in place.

It was felt that this was going to last longer than 12 weeks and may grow and grow through to November before it plateaus out.

FUTURE

It was noted that other gyms were closing; Tristar, Counties Manakau, North Harbour. These gyms were within the Auckland Region where the Major had added further criteria. When asked, Michelle felt that Nationals would be cancelled due to closures and the health and safety need for self-isolation. Gymnastics NZ may look at more interclub and friendly competitions ready to restart in 2021. It was recognised that continuity of training was essential for our senior gymnasts. That it takes double the time to get back to their current level ie. stop training for 3 months will take 6 months to get back to speed.

Darren joined the meeting at 4:42pm.

NEXT STEPS

Discussion followed and a formal plan now needs to be put in place to address what we are doing. It was agreed that the Centre Manager and Head Coaches would meet as a priority and prepare this plan to circulate to the full Committee. The Committee agreed that we don't know what to tell the senior staff. We need to trust in the operation of the Head Coaches and Centre Manager to putting

things in place to work in with the Government recommendations, along with making a judgement and recommendations for the Committee.

This plan needs to include what happens if we move to Level 3; reflecting the change from recreational to comp only and the necessary actions required to stay within with Government guidelines. It was noted that plan should include reducing to under 50 people, a cut to 20 etc. Other areas:

- Social distancing – how we will put practices in place?
- Cleaning the gym between the classes etc.
- Reduce simple activities.
- Coaches to avoid spotting, lifting, climbing and pushing.
- Larger circuits/managing how the kids go about the circuits (8 per group).
- Communications to stay open.
- Holiday programme (eg. Take bookings and make a call in a weeks' time).
- At what point the pre-school isn't it worth running.

The MAG team were going to take a week off in the April holidays (around the Pacific Rim Competition). It was now felt that this would be cancelled (if possible) and keep working through until we are forced to shut down. We do need to remain flexible and aware of staff peace of mind.

Darren suggested that we consider the numbers in classes as we don't want to be too close to the boarder line ie m² vs 2m distancing.

The plan of having communication out by 5pm is going to be key. It was agreed that the Centre Manager will send an email to all members as a priority advising that our main means of communication will be our Facebook Page (<https://www.facebook.com/HuttValleyGymSports>) with a daily update at 5:00pm after all official announcements/updates have been made. It would be desirable to also notify members that classes may change within this period; some classes might shut or move. Mel confirmed that the recreation/pre-school classes would finish on Monday 6 April.

It was agreed that Zara's first point of contact is the Club Chairperson Marion Cox, then the Committee.

PREMISES

It was acknowledged that there is an emerging risk with the premises ie. time ticking down until our lease expires, the security of the \$500,000 committed by Hutt City Council, the securing and upgrading of the Avalon Rugby Clubrooms (ARC). Darren reported that we had only committed to the initial \$15,000 preliminary work. The meeting agreed that:

1. Darren to email and get an understanding re the \$500,000 capital from the Hutt City Council.
2. Contact Mike from SSS and discuss a review.
3. Pay our \$1.00 to secure the ARC giving us a rent-free venue.
4. Determine if we can build the new building in smaller stages ie. firstly, just to accommodate the limitations from the ARC; vault, high bar and rings.
5. It was acknowledged that funding/grants may become difficult, however the first step is to get the Resource Consent in place, that way we will have preapproval to take it to that stage.

It was noted that the financial situation/discretionary spend of our families will change and we will see a reduction in members and should prepare in the first instance smaller options. To assist with this the Treasurer will model our Profit and loss with 30% reduction and with a 50% reduction in revenues.

CLOSE

Zara was asked how she was feeling and noted that she plans to work mostly from home. That Neejara is having leave for the next three weeks as she isn't comfortable in the gym. Pip will cover her next week and Michelle was asked if there were any concerns around her age, health etc. Zara was asked to keep in touch as we need staff to feel safe and happy to come to work. She will also identify any vulnerable staff, gymnasts and parents.

We will set up 2 Facebook Groups for the ease of remote calling. One for the Committee and Zara and the other for the Committee, Zara and the Head Coaches.

The next meeting will be arranged for 4-5 days via Doodle poll. The meeting closed at 4:30pm.

I declare that these minutes are a true and correct record of the meeting:

Chairperson:

Date:
